

Job Opportunity Bulletin

Post Date: March 21, 2016

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

Salary: \$5,311 - \$6,598
Permanent, Full-Time
FINAL FILE DATE: Until Filled

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **473-152-4549-001**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Linda Newson

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Linda Newson
Number: (916) 322-9018
Email:
linda.newson@dds.ca.gov

Under the general supervision of the Accounting Administrator II (Supervisor), the Accounting Administrator I (Supervisor) is responsible for the General Ledger unit in the Accounting Section. This position functions in a supervisory role to provide accounting and fiscal data to staff and management. For complete duties, please see duty statement on following pages.

Desirable Qualifications, Knowledge, Skills and Abilities:

- Knowledge of accounting principles and procedures, as well as the financial organization and procedures of the State of California;
- Ability to plan, organize and direct the work of others;
- Strong knowledge of the California State Accounting and Reporting System (CalSTARS), the State Administrative Manual, State, Federal and accounting rules and regulations as well as a strong understanding of internal controls;
- Preferred additional education includes courses in statistics, business finance, mathematics college composition, speech/oral communication and/or business composition.

ADDITIONAL INFORMATION:

If you are ready to join our team, please submit an original signed State application (STD. 678) by the final filing date. **Please include a Statement of Qualifications (1-2 pages) which illustrates why your experience qualifies you for this position. Applications submitted without a Statement of Qualifications will not be considered. A resume does not take the place of Statement of Qualifications.**

Please include the **basis of your eligibility** (*list eligible, transfer, etc.*) and **position #473-152-4549-001** on your application. If you are using list eligibility from an on-line exam to qualify for the position you **must** include with your application any **documentation (i.e. copy of transcript, degree, license, etc.)** necessary to verify meeting the MQ's. The Minimum qualifications (MQ's) will be verified prior to interview and/or appointment. The position is subject to Re-employment/SROA/Surplus clearance.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
DIVISION OF ADMINISTRATIVE SUPPORT
FINANCIAL SERVICES BRANCH
ACCOUNTING SECTION
GENERAL LEDGER UNIT**

DUTY STATEMENT

NAME:**JOB TITLE:** Accounting Administrator I, Supervisor**POSITION #:** 473-152-4552-001

POSITION DESCRIPTION: The Accounting Administrator I (Supervisor) is responsible for providing the accounting and fiscal functions needed to meet Department of Developmental Services (DDS) program objectives and to ensure effective management of the DDS internal accounting activities. The Financial Services Branch, Accounting Section, General Ledger Unit provides timely and customer service based fiscal and accounting services, policy and procedural advise for the DDS.

SUPERVISION EXERCISED: Provides direction and oversight to a group of semi-professional and professional accounting staff and is responsible for day to day operations within the General Ledger Unit of the Accounting Section.

SUPERVISION RECEIVED: Under general supervision from the Accounting Administrator II (Assistant Chief of Accounting), and indirect supervision from the Accounting Administrator III, (Chief of Accounting).

Essential Job Functions:

- 35% Plans, organizes, directs, reviews and supervises the work of the general ledger Unit to perform monthly and yearly reconciliations of the Developmental Centers. Provide support to the General Ledger Unit staff in the preparation of the annual year-end financial statements for DDS-Developmental Centers. Ensures the daily, monthly and yearly reconciling items are completed and posted to CalSTARS to avoid the continuance of reconciling items that could delay year end closing. Ensure the Department is in compliance with the Generally Accepted Accounting Principles (GAAP), the State Administrative Manual (SAM), Government Code, department policies and procedures and federal requirements.
- 25% Monitors the remitting of cash and ensure it is completed on a daily basis. Provides guidance to staff on the best practices to research unremitted items. Interprets and communicates operational procedures, rules, policies and standards affecting the department to staff and management. Certifies funds are available for contracts, purchase orders, out-of-state travel requests, personnel documents, and other purchasing documents.
- 15% Communicates standards of operations to stakeholders and partners to ensure compliance, and cooperation. Ensures accuracy and transparency guidelines are met as imposed by DDS Departmental guidelines. Incumbent prepares correspondence responses to employees and other State Agencies. Assists in resolving the more complex general ledger accounting problems.

JOB TITLE: Accounting Administrator I, Supervisor **POSITION #:** 473-152-4552-001

- 15% Recruits, Interviews, selects, hires and develops staff and prepares timely probation reports and Individual Development Plans; (including performance issues, disciplinary issues and grievances), organizes and prioritizes workload for staff and conducting staff meetings. Follow up on staffs' performance as needed to continue staff development. Encourages career development and provide adequate training to obtain career goals for subordinate staff. Identifies training needs and provide training to staff to implement new/revised procedures.

Marginal Job Functions:

- 5% Responds to financial data requests from department managers, State control agencies, Federal Government and various auditors utilizing the CalSTARS accounting system.
- 5% In the absence of Accounting Administrator II and the Accounting Administrator III, may assume responsibility for the management of the Accounting Section and or the General Ledger Unit to ensure a continued safe and efficient work environment is maintained.

TYPICAL WORKING CONDITIONS:

Open-spaced partitioned office, ability to move about, stand, reach, stoop or bend. Employee may be required to sit for long periods of time using a keyboard, monitor and mouse. Computer will be used daily approximately 60%-70% of the time on the following software applications (i.e. Microsoft Excel, Word and CalATERS). Must be able to use various office machines; copier, scanner, fax, etc. During peak times, including annual year-end processing, requests for leave will be limited and approved on the case by case basis. May be required to push, pull or move about up to 25 pounds (files, books, boxes, etc.).

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in the operations of an accounting office.
- Knowledge of the organization and functions of the California State Government.
- Ability to analyze, identify and implement process improvements and customer service enhancements that result in streamlining work processes and efficient use of staff resources and system capabilities.
- Ability to make sound decisions and recommendations involving accounting functions and varied levels of complexity and risk.
- Ability to manage multiple priorities requiring quick turnaround deadlines.
- Communicate effectively, highly motivated with excellent organizational and time management skills.
- Strong leadership skills with the ability to motivate and empower staff.
- Strong interpersonal and communication skills.